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Lithgow High School

Promoting Excellence In A Caring Educational Environment

Student Handbook



Orla McKinney

2019

This booklet is also available on line <http://www.lithgow-h.schools.nsw.edu.au/>

Welcome to

➤ Respectful

➤ Responsible



➤ Safe

➤ Learners

Lithgow High School

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Lithgow High School

Promoting Excellence In A Caring Educational Environment

Pau Street ♦ PO Box 296 Lithgow 2790 ♦ Phone (02) 6352 1422 ♦ Fax (02) 6353 1081

Welcome to our learning community at Lithgow High School!

The school's motto is *Per ardua ad astra*, or in Wiradjuri, *Wuurrawin Gandamay Maldhangu Budhugu*. In English; "Through Adversity To The Stars."

Our commitment is to ensure all learners strive for excellence. The school entrenches a culture that recognises, promotes and celebrates success for the diversity of learners. Students of all ability levels, socio economic backgrounds, ethnicities have the opportunity to be successful at school. The school makes a commitment to deliver engaging learning experiences.

Lithgow High School offers a wide range of Academic, Cultural, Social and Sporting Experiences. Students should never lose sight of their main purpose in being here: **to develop knowledge and skills to become valuable members of our community and broader society**. Our expectation is that every student will be a **Respectful, Safe, and Responsible Learner**. The school expects students to take responsibility for their learning and for their actions and to maximise their participation in school life. We will assist them to do so.

Parents and Carers are partners in our mission to ensure success for students. We provide a range of opportunities to connect with your child's school. The school provides Parent Information Evenings, regular Newsletters, the Website and School Facebook Page and the Parent Portal. The Parents' and Citizens' Association (P&C) is an important consultative body of the school. It meets the first Monday of every month at 5.00pm in the school hall foyer. All parents are encouraged to come and have their say. Parental enthusiasm, participation and support can only enhance students' learning and positive participation within the school. We urge families to take up opportunities for involvement, which are regularly published in our Newsletter.

Lithgow High School is an inclusive community school with a proud reputation and high expectations for student participation, achievement and success. We work hand-in-hand with partner schools in the Western Gateway Education Community and with Universities and TAFE. We offer a breadth and depth of opportunities and high academic expectations from K to 12, which can only be found in Public Education. Ours is a cohesive school community where families, students and teachers work together for student success.

Welcome to your inclusive, successful, community school.

Ann Caro
Principal

SCHOOL STAFF

Senior Executive



Ann Caro
Principal



Karin Mawhood
Deputy Principal
Years 7 and 10



Matt Quirk
Deputy Principal
Years 9 and 12



Jeff Dean
Deputy Principal
Years 8 and 11

Head Teachers

Head Teachers may be in charge of faculties or they may have special responsibilities in the school or both. They are the people you should see first if you have any problems.



Brett Jeffers
English



Tim Lloyd
HSIE



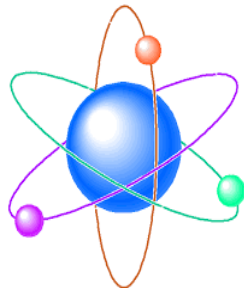
Peter Brownlow
TAS/VALE



Ray Stoneley
Mathematics



Andrew Burton
Rel PDHPE



TBA
Science



Linda Jennison
Support



John Bawden
Creative & Performing
Arts



Deb Farebrother
Admin



Katherine Gonzaga
Teaching and Learning



Rebecca Hamment
Careers/Welfare
Co-ordinator

Student Advisers

Each year has a Student Adviser who looks after the welfare and pastoral care of students in that year. Student Advisers are always available to help with any problems that you may have.



Annaliese Jones
Year 7



Michael George
Year 8



Shane Conroy
Year 9



Abigail Cases
Year 10



Ross Guihot and Debbie-Lee Reilly
Year 11



Andrew Finlay
Year 12

School Counsellors



Suzanne Collum



Rosemary Black

The School Counsellors, Suzanne Collum and Rosemary Black, are specially trained members of the Welfare Team. The School Counsellors provide the expertise to assess the individual needs of anyone experiencing difficulties at school. The School Counsellors can be reached at the school and are available to talk to parents at any time. Please make an appointment if you would like to speak with them.

Community Liaison Officer



Sam Luchetti

Our Community Liaison Officer is available to assist parents/caregivers in a number of ways. These include:

- ◆ Encouraging parents and the community to become involved in our school by supporting and participating in planned activities;
- ◆ Providing effective communication between the school, parents, caregivers and the community in relation to how the school is organised and operates;
- ◆ Promoting the Academic, Sporting and Cultural Achievements of the students at our school;
- ◆ Networking with community organisations to utilise resources and provide interagency links to relevant school personnel.
- ◆ Attendance Program
- ◆ Clothing Pool

Wellbeing Centre Co-ordinator

See page 28



Di Moore

School Leaders



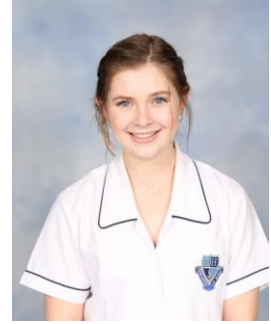
**School Captain
William Casson**



**School Captain
Ebony Seymour**



**Vice-Captain
Tom Luchetti**



**Vice-Captain
Amber Shaw**

Prefects



Mitchell Beltran



Kellsey Charlton



Clive Franklin



Ethan Pringle



Lachlan Roach



Tania Sa



Morgan Stoneley



Miranda Swift

Behaviour Code for Students

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW, public school students are expected to:

- Respect other students, their teachers and school staff and community members,
- Follow school and class rules and follow the directions of their teachers,
- Strive for the highest standards in learning,
- Respect all members of the school community and show courtesy to all students, teachers and community members,
- Resolve conflict respectfully, calmly and fairly,
- Comply with the school's uniform policy or dress code,
- Attend school every day (unless legally excused),
- Respect all property,
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools,
- Not bully, harass, intimidate or discriminate against anyone in our schools.

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education and Communities. We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity,
- Speak and behave courteously,
- Cooperate with others,
- Develop positive and respectful relationships and think about the effect on relationships before acting,
- Value the interests, ability and culture of others,
- Dress appropriately by complying with the school uniform or dress code,
- Take care with property.

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct,
- Negotiate and resolve conflict with empathy,
- Take personal responsibility for behaviour and actions,
- Care for self and others,
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour.

Engagement

- Attend school every day (unless legally excused),
- Arrive at school and class on time,
- Be prepared for every lesson,
- Actively participate in learning,
- Aspire and strive to achieve the highest standards of learning.

The Principal and school staff, using their professional judgement, are best placed to maintain discipline and provide safe, supportive and responsive learning environments.

The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgement. In this context, the NSW Government and the Department of Education and Communities will back the authority and judgement of principals and school staff at the local level.

For further information, please go to following website:

www.dec.nsw.gov.au/behaviour-code-for-students

Guidelines for parents in supporting their children at school.

These guidelines are designed to assist parents, caregivers and guardians to ensure a positive and effective partnership with the school in building successful learning for their children. Lithgow High School is a safe, respectful, responsible learning community.

The responsibility for promoting and upholding the core values of the school community falls on those with the greatest capacity to reason and control their actions, [adults] therefore, it is the expectation that all staff/ parents/caregivers model acceptable behaviour at all times within the school setting and at school sponsored activities.

As a parent/caregiver, you play an influential role in the development of your child's sense of justice, equity, and their appreciation of the worth of all members of the community. You are one of the most influential role models in your child's life.

Fundamentally we ask that we work together where your child's behaviour has overstepped accepted standards.

We request that you are mindful of the hurt and damage social media may cause to the school, staff members and other parents/caregivers and ask that you bring concerns to the notice of school staff.

We seek the support of parents/ carers and visitors in the following ways:

- Support the school by reminding children to follow the school expectations and support school imposed consequences for breaches of the behaviour code.
- Treat all persons associated with the school with respect and courtesy in person and online.
- Make appointments in advance of expecting to obtain an interview, remembering that school staff are busy working with students.
- We kindly ask parents to avoid making and receiving calls or texts to your children during the school day, this will assist children to build resilience and independence, develop important work skills and allow staff to teach without interruption. Please encourage children to follow school expectations regarding the use of devices. In the case of an emergency please call the front office on 63521422
- Encourage your child to report issues of concern to a trusted adult at school, a teacher, Year adviser or member of the executive. Discuss issues or concerns about the school, staff or students through the correct procedures (as outlined in the table below)
- Never approach students in the school with a view to making allegations against or threatening students
- Follow school procedures governing entry and behaviour on school grounds. Follow all signposted entry, exit and parking rules when entering the school or bus bay in a vehicle.
- All persons entering onto the school grounds must obtain a visitors pass from the Administration office. Note: visitors' passes will only be given to visitors with an appointment. This is a work health and safety requirement.
- Attend meetings and parent teacher meetings if at all possible

Effective communication with the school. On occasion you may need to call the school to:

- Discuss the progress, health or welfare of own child(ren), or family issues
- Express concern about alleged actions of own child(ren) or other students
- Enquire about school policy or practice • Express concerns about the alleged actions of staff or volunteers.

When this is the case please call the office 63521422 and to assist in passing the message to the right person give the staff member who takes the call your child’s name and year group and a brief overview of your concern.

CONCERN	APPROPRIATE ACTION
Concern regarding academic progress of own child	<ul style="list-style-type: none"> • Directly contact the child's teacher by note, email or by phone to arrange an appointment. For concerns across a range of subjects contact the Year Adviser
Concern regarding the welfare of own child	<ul style="list-style-type: none"> • For minor issues, directly contact your child's Year Adviser. • For more serious concerns, contact either the Counsellor or Deputy Principal and give an overview. • To convey information about change of address, phone no., emergency contact, custody details, health issues etc, please contact office staff.
Actions of other students	<ul style="list-style-type: none"> • Contact the class teacher or Head Teacher of the subject for a classroom problem. • Contact Deputy Principal for playground or travel problems.
School Policy or Practice	<ul style="list-style-type: none"> • Contact the Office. State nature of concern and make an appointment to see the Deputy Principal or Principal.
Actions of a staff member	<ul style="list-style-type: none"> • For minor matters, leave a message for the staff member or their Head Teacher directly to clarify concerns. • For more serious matters, contact the Deputy Principal or Principal and state concerns.

NOTE: In the rare cases, where people wishing to express concerns do so in an offensive, aggressive, threatening or violent manner, the Principal (or nominee) has the legal authority to:

- Terminate any phone conversation or meeting
- Direct the person to immediately leave the school grounds
- Call the Police to remove the person should he/she refuse
- Withdraw permission (by letter) for the person to enter the grounds without the Principal's permission and/or subsequently limit that person's contact with school staff.
- Seek further legal avenues.

The school community appreciates the support and partnership of parents and community in ensuring that Lithgow High School is a safe respectful and responsible community of learners. These guidelines were unanimously endorsed at the P&C meeting on 4/6/2018 and the full staff meeting on 5/6/2018.

Lithgow High School PBL Matrix is on the following page:

	SCHOOL WIDE	LEARNING AREAS	WALKWAYS	PLAYGROUND	CANTEEN	ASSEMBLY	BUS BAY	EXCURSIONS
R E S P E C T F U L	<ul style="list-style-type: none"> • I speak politely and calmly • I follow staff instructions always • I care for others, their property and the school environment 	<ul style="list-style-type: none"> • I am inclusive of others • I remove my hat when inside • I keep the classroom tidy • I eat my food during the break times • I listen when others are speaking 	<ul style="list-style-type: none"> • I walk quietly • I line up outside classrooms • I respect the learning happening in other classrooms 	<ul style="list-style-type: none"> • I play by the rules • I place rubbish in the bin • I eat my food during the break times 	<ul style="list-style-type: none"> • I line up quietly and wait my turn • I order food politely • I place rubbish in the bin 	<ul style="list-style-type: none"> • I sit quietly and listen actively • I remove my hat • I acknowledge success with applause • I stand and sing the national anthem 	<ul style="list-style-type: none"> • I wait my turn to board the bus 	<ul style="list-style-type: none"> • I listen to teacher and follow all instructions
S A F E	<ul style="list-style-type: none"> • I keep hands and feet to myself • I am in the right place at the right time • I behave at school in a safe and orderly manner 	<ul style="list-style-type: none"> • I use equipment appropriately • I sit at my designated seat and desk safely 	<ul style="list-style-type: none"> • I keep to the left • I carry equipment appropriately • I keep the walkway clear 	<ul style="list-style-type: none"> • I run and play games in active areas • I sit, eat and walk in passive areas • I walk away from confrontation • I am active in the active areas and passive in the passive areas • I stay off the railings • I stay inbounds 	<ul style="list-style-type: none"> • I line up in marked places 	<ul style="list-style-type: none"> • I keep the walkway clear 	<ul style="list-style-type: none"> • I use marked crossings • I stay on the footpath • I line up • I remain behind the railings until my bus has arrived 	<ul style="list-style-type: none"> • I stay with my group at all times • I report any concerns immediately to staff • I behave safely and respectfully on all transport • I wear my seatbelt • I follow all safety instructions
R E S P O N S I B L E	<ul style="list-style-type: none"> • I wear school uniform • I report problems • I use technology appropriately 	<ul style="list-style-type: none"> • I bring the correct equipment • I seek permission to leave the classroom • I follow teachers' instructions when using devices 		<ul style="list-style-type: none"> • I use equipment as intended • I use break times appropriately 	<ul style="list-style-type: none"> • I only buy food and drink for myself 	<ul style="list-style-type: none"> • I enter the assembly quietly and sit in my designated area 	<ul style="list-style-type: none"> • I interact positively with the community • I bring and use my own bus pass 	<ul style="list-style-type: none"> • I am on time for departure • I wear full school uniform
L E A R N E R S	<ul style="list-style-type: none"> • I attend school • I do my personal best • I allow and support the learning of others 	<ul style="list-style-type: none"> • I arrive to class on time • I bring my device charged and ready to use • I collaborate with my teachers and peers • I come to class ready to learn • I complete tasks to the best of my ability 	<ul style="list-style-type: none"> • I carry a note when out of class 	<ul style="list-style-type: none"> • I move to class when the first bell rings 	<ul style="list-style-type: none"> • I only use the canteen before school and during breaks 	<ul style="list-style-type: none"> • I support and participate in cultural, school and community celebrations 		

TERM DATES FOR 2019

Term 1	Tuesday 29 th January 2019	to	Friday 12 th April 2019
Term 2	Monday 29 th April 2019	to	Friday 5 th July 2019
Term 3	Monday 22 nd July 2019	to	Friday 27 th September 2019
Term 4	Monday 14 th October 2019	to	Friday 20 th December 2019

Years 7, 11 and 12 students will begin school on Wednesday 30th January 2019
Years 8, 9, 10 and Support commence Thursday 31st January 2019

Autumn Holidays	Monday 15 th April to Friday 26 th April 2019
Winter Holidays	Monday 8 th July to Friday 19 th July 2019
Spring Holidays	Monday 30 th September to Friday 11 th October 2019
Summer Holidays	Monday 23 rd December 2019 to Monday 27 th January 2020

School Development Days (Student Free Days) are:

- Term 1:** Tuesday 29th January 2019
- Term 2:** Monday 29th April 2019
- Term 3:** Monday 22nd July 2019
- Term 4:** Thursday 19th and Friday 20th December 2019

BELL TIMES 2019

Normal Period Days (Mon, Wed, Thurs & Fri)		Assembly Days (Tuesday)	
Warning Bell	8.57am	Warning bell	8.57am
Roll/Reading	9.00am	Roll Call	9.00am
Period 1	9.20am	Assembly	9.10am
Period 2	10.10am	Period 1	9.43am
Recess	11.00am	Period 2	10.30am
Period 3	11.30am	Recess	11.16am
Period 4	12.20pm	Period 3	11.46am
Lunch	1.10pm	Period 4	12.32pm
Period 5	1.40pm	Lunch	1.18pm
Period 6	2.30pm	Period 5	1.48pm
End of Day	3.20pm	Period 6	2.34pm
		End of Day	3.20pm

School Office Hours during school terms

Monday to Friday - 8.30 a.m. to 3.30 p.m.

SCHOOL UNIFORM

JUNIOR UNIFORM (Years 7-10)

Pants Plain navy shorts. Plain dark navy pants. Plain grey pants or the navy blue tracksuit pants. All available from the LHS Uniform Shop

NOT acceptable: Bike pants, long legged tights, denim jeans or shorts or colours other than navy or grey pants, football shorts, skimpy shorts.

Skirt LHS check from the Uniform Shop. May be worn with navy, black or skin coloured stockings.

Tops Sky blue & navy collared polo shirt or sky blue collared shirt both with emblem. Official LHS hooded jumper, Navy blue woollen jumper or rugby jumper with school emblem. All available from the LHS Uniform Shop

NOT acceptable: Logos, patterns or colours other than navy for jumpers and sky blue for polo shirt

Winter Coat Plain Navy blue

SENIOR UNIFORM (Years 11-12)

Tops White polo shirt or white formal collared shirt, both with LHS emblem, Official LHS hooded jumper, Navy blue woollen jumper or rugby jumper with school emblem. All available from the LHS Uniform Shop

NOT acceptable: Logos, patterns or colours other than navy for jumpers and white for polo shirt

Skirt Plain dark navy skirt, or LHS check skirt. Available from the LHS Uniform Shop. May be worn with navy, black or skin coloured stockings.

Pants Plain dark navy or grey long pants. Plain dark navy or grey shorts or the navy blue tracksuit pants. All available from the LHS Uniform Shop.

NOT acceptable: Bike pants, long legged tights, denim jeans or shorts or colours other than navy or grey pants, football shorts, skimpy shorts.

ALL STUDENTS

Shoes For safety reasons fully enclosed leather shoes must be worn. Socks are to be worn at all times. Adequate protection for feet is necessary for all practical lessons (Science, Technology, Visual Arts).

Inappropriate Shoes

Students who arrive at school in inappropriate shoes will have their Parents/Caregivers contacted and they will be asked to bring appropriate shoes to school. **Inappropriate shoes include**; open toed shoes, thongs, ballet flats, sandals, ugg boots or slippers.

Sport and PE

All students representing the school in sport are to wear the school sports uniform. Sports Uniform and running shoes are required for PE lessons.

Formal Uniform In some circumstances students may be asked to wear formal school uniform to prestigious formal events. Limited numbers of the navy school blazer are available for loan. Black leather shoes should be worn with the skirt or formal pants and the white or blue cotton shirt and tie and navy wool jumper as appropriate.

NOTE:

- **Beanies, gloves, hats and scarves may be worn in colder months.**
- **For safety reasons, long overly large or spiky jewellery, including: earrings, necklaces, bangles or piercings etc. are BANNED and may be confiscated and returned at the end of the school day.**
- **Students wearing unsafe shoes in practical lessons, will receive a Sentral warning and a letter from their teacher.**
- **Revealing clothing or clothing with offensive logos, including advertisements for alcohol, cigarettes, and illicit drugs or gambling are banned.**
- **Students must travel to and from school in school uniform.**

Uniform Policy

The Department of Education and the School Community endorse the wearing of Uniform. Lithgow High School Uniform is selected and endorsed by the P&C and the SRC. All students are expected to be in uniform every day.

The wearing of school uniform teaches students the importance of compliance with community and workplace standards, and is vital preparation for workplace expectations.

The Department of Education's Core rules includes:

"Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy."

Students must adhere to the uniform guidelines at all times. A student who is not in uniform may be loaned replacement school uniform garments at the start of Period 1. These items are to be returned at the end of the day.

Students out of uniform may be excluded from activities such as: excursions, {unless mufti is required on the permission note} or for health and safety reasons and when attending formal occasions such as Assemblies and Presentation Days.

The discipline system, including lunch detentions, and/or exclusion from some classes, may be used for students frequently out of uniform or who refuse to follow the school policy on uniform.

The Uniform Shop is situated across from the School Administration Office and, is open Tuesday & Thursday mornings from 8.00 - 10.00am. Financial assistance is available for families experiencing difficulties, please contact the Principal or Deputy Principal in these circumstances. Most items of the school uniform are available for purchase from the school Uniform Shop.

For the Department of Education policy:

<http://www.schools.nsw.edu.au/media/downloads/schoolsweb/student-support/student-wellbeing/sc-huniforms.pdf>

Mufti/Non-Uniform Days - Minimum Dress Standards

From time to time we have mufti days which are run by the SRC. These days raise money for charities or for the SRC which in turn assists students and makes improvements to the school.

Our simple minimum standard is:

- ✓ tops must have sleeves (no singlet tops)
- ✓ tops must meet pants or skirts (i.e. no bare midriffs)
- ✓ necklines of girl's tops must not reveal cleavage.
- ✓ shorts and skirts may not be skimpy
- ✓ feet **must** be completely covered by the shoes for safety purposes and socks **must** be worn;
- ✓ clothing must not have offensive language, symbols.

LITHGOW HIGH SCHOOL UNIFORM SHOP

SHOP DETAILS

The School Uniform Shop is located on Campus at Lithgow High School.

You can also purchase the uniform online at www.alintaapparel.com.au

Opening hours during school terms are:

Tuesday & Thursday Mornings 8.00am - 10.00am

The Uniform Shop can be contacted to make fitting appointments by:

Email: lithgowhigh@alinta.com.au

Phone: **(02) 6352 3494**

Shop Online: www.alintaapparel.com.au

We open additional hours during Summer Holidays and selected busy periods. Keep an eye out for the newsletter for additional opening hours.

Payment Options

Lay-by - We accept lay-by (50% deposit)

Payments - Cash, Credit Card, or Debit Credit Card.





Lithgow High School Uniform Shop

Shop Hours
Tuesday 8.00-10.00am
Thursday 8.00-10.00am

Contact Details
(02) 6352 3494
lithgowhigh@alinta.com.au
1A Pau Street, Lithgow NSW 2790

Uniform: Yr7-Yr10	Size	Price	Uniform: Yr11-Yr12	Size	Price
SS Blouse	J10-L20	\$41.	SS Blouse	J10-L20	\$44.50
Tartan Skirt	J8-L20	\$71.	Navy Skirt	J12-L20	\$67.00
Pants - Sales Item	J8-L16	\$20.	Pants - Sales Item	J8-L16	\$20.00
Formal Polo Boys	J10-L20	\$45.	SS Shirt	J14-3XL	\$38.50
Formal Polo Girls	J10-3XL	\$45.	Formal Polo	J10-3XL	\$44.50
Sportswear	Size	Price	Accessories	Accessories	Accessories
Sports Polo	J8-3XL	\$45.	Sports Cap		\$20.00
Sport Shorts – Boys	J8-3XL	\$39.5	Footy Socks	All Sizes	\$14.95
Sport Shorts - Girls	J10-3XL	\$39.5	Microfibre Tights	All Sizes	\$10.50
Tracksuit Jacket MF Sales Item	J10-3XL	\$35.0	Cross Over Tie		\$18.50
Jacket Deluxe – Sales Item	J10-3XL	\$30.0	Fabric Marker		\$4.00
Outerwear	Size	Price			
Jumper	8 – 14	\$69.0			
	S-3XL	\$77.0			
Jumper Hooded	J12-3XL	\$62.			
Jumper Rugby – Sales	J10-3XL	\$40.0			

Note:

- Sizes not carried are available by custom order. 3 month lead time applies. An additional \$10.00 is applied to custom orders and all sizes above and including a 4XL/L22.
- Online orders are distributed from the Uniform Shop the next opening day of the shop. A postage charge will occur for all orders marked for delivery.
- Payments can be made by Cash, Credit Card or Debit Credit Cards only.

Prices Effective from 1-09-2018 and are subject to change without notice.





Welcome to Alinta Apparel

Alinta Apparel is an Australian owned, customised School and Sports uniform manufacturer. Alinta manages over 60 uniform shops across Australia and New Zealand. Alinta has an exclusive partnership with your school to supply all aspects of the school uniform.

Online School Shop Portal

Your school uniforms are available to be purchased at the school uniform shop. Please check your school web site or the Alinta online portal for the opening hours. You are also able to view the pricelist, book a uniform fitting and purchase uniforms online. To access this, please follow the step below: Step 1 : Go to www.alintaapparel.com.au, click on "online Shopping" then "register"

Uniform Sizes

In order for Alinta to provide new students with uniforms, it is essential that all new students visit the uniform shop. We stock a wide range of sizes in all of our schools, however, if you suspect you need a special size made either smaller or larger, please visit the shop as soon as possible for your fitting. A special make up order (SMU) may be required and depending on the circumstance this can take up to 12 weeks.

Extended Hours

The uniform shop generally operates school term only, during January and back-to-school periods the shop will have extended opening hours. During regular school holidays not every school will be open, please visit the online shop portal to view any possible extended hours.

Refunds, Exchanges and Warranty

Alinta will exchange for another product or size and will refund if you change your mind. All garments must be unworn, not washed and still have original tags and packaging. All items have a 12 month retail warranty, if you are not satisfied with your product, please take the garment to the uniform shop for assessment. If the item is deemed faulty, a replacement will be given.

FAQ

Q: Can you Layby? And how much is the deposit?

A: Yes you can. Laybys can only be processed in store and requires a 20% deposit.

Q: Can you purchase online and is there a delivery fee?

A: Yes definitely, to place an order online, log into your account or create one and click on the "shopping" tab. There is a flat fee for all delivery items, all orders will be posted when your shop is next open. Delivery takes 2-5 business days and is shipped using Australia Post.

Q: What are your payment options?

A: Alinta accepts, Visa, Mastercard and Cash.

Q: If the uniform shop is closed and I urgently need to speak with someone, who can I call?

A: Alinta Head Office, if you are after urgent answers please phone 02 4321 0433.

Q: Who can I contact if I have a compliment or a complaint?

A: Alinta loves feedback, if you need to contact us about your shop experience, please email info@alinta.com

Q: Do you stock second hand uniforms?

A: Some schools may have a second hand rack in store, otherwise second hand may be organised by your school or school community. It's recommended that you phone your uniform shop for clarification on second hand uniforms.

Appropriate use of Technology: FAQs

What is a device?

Anything that connects to the internet. A PC, Laptop, tablet, smartphone, smart watch.

Can students use a device in the classroom?

Yes, when the teacher gives permission to do so. The teacher gives the instruction to use the device as an aid to learning.

What is appropriate use in the classroom?

When the device is a requested part of the learning, e.g. For reading an eBook in rollcall, working on Mathematics in maths or literacy planet in English, using a backing track in music or dance, googling a topic in HSIE, seeking a dictionary definition in Science.

What is inappropriate use of technology?

When it is not required for learning. Failing to follow the instructions of staff, sending text messages or making phone calls, using social media, disrupting the class with music or video, using the recording function without permission. Accessing a site other than the ones requested by the teacher. Accessing offensive material.

What are the consequences for inappropriate use of a device?

Depending on the nature of the use, follow these steps:

1. Rule reminder
2. Give take up time
3. Still using inappropriately - repeat instruction, record refusal.
4. Still using device inappropriately - Confiscate and place in a very safe place [your pocket] try not to have a confrontation. Tactically ignore - Name on board, if before a break keep the student for discussion of rule. If you have successfully confiscated device give to relevant DP ASAP.
5. Enter on SENTRAL as breach of device rule AND refusal to follow instructions if you were unable to confiscate.
6. Refer to HT for detention if continuous refusal.
7. NOTE: If you suspect the device was used to harass etc., report to HT ASAP.
8. The DP will return confiscated devices to students at the end of the school day. If the student is a persistent offender a formal caution is to be issued and a discussion with the parent.
9. Ultimately, students may be banned from bringing a device to school.

We kindly ask parents to avoid making and receiving calls or texts to your children during the school day, this will assist children to build resilience and independence, develop important work skills and allow staff to teach without interruption. Please encourage children to follow school expectations regarding the use of devices. In the case of an emergency please call the front office on 63521422

School Curriculum

Lithgow High School has a wide range of courses for students. There is greater choice in the later years of schooling. The curriculum is divided into three stages: Stage 4, Stage 5 and Stage 6. Stage Booklets give details of each of the courses. The Support Faculty caters for students with special needs.

Stage 4 - Years 7 and 8

Year 7 students experience a wide range of courses. English, Japanese, Mathematics, PD/H/PE, Science and Technology will be studied for the whole year. Drama, Geography, History, Music and Visual Arts will each be studied for one semester. An Integrated Learning Project will be undertaken for one semester.

Year 8 students study a core and elective pattern. The core courses are English, Mathematics, PD/H/PE, Science, Technology and a semester each of Geography and History. Students will also study Music and Visual Arts. Students may study two electives, one in each semester; there is a wide variety of choices.

Stage 5 - Years 9 and 10

Over Years 9 and 10, students must study the following core subjects:

- English
- Geography
- History
- Mathematics
- Personal Development, Health and Physical Education
- Science

Students will also study 3 elective courses chosen from a wide range of electives.

Mathematics classes are graded according to the course studied. There is an advanced class in each of:

- English
- Geography
- History
- Science

Students who do not complete their Higher School Certificate will be issued with a ROSA (Record of School Achievement).

Stage 6 - Years 11 and 12

In Stage 6, subjects are given a Unit value. There are a few One-Unit subjects, but most subjects are Two-Unit, such as *Chemistry 2 Unit* or *Geography 2 Unit*. To gain a Higher School Certificate, students in Stage 6 must take at least twelve Units of subjects in the Preliminary Year (Year 11) and ten Units in the HSC Year (Year 12), although the school recommends the 12 Units are continued in Year 12.

The only compulsory subject in Stage 6 is English. Students must take at least Two Units of English in both the Preliminary and the HSC Years. There are other rules concerning the pattern of subjects students can take in Stage 6. These can be found in the *Stage 6 Booklet*.

At the end of Year 12, students sit their HSC Examinations. The marks gained in those examinations are recorded on each student's Higher School Certificate along with a School Assessment Mark for each course. As well as this, Stage 6 students who take the appropriate pattern of courses will receive an Australian Tertiary Admission Rank (ATAR). This is required by students seeking entry to university after completing their HSC.

ARTWORK - YEAR 12, 2019



Chloe Anlezark



Phoebe Thurlow



Sophie Inzitari



Brooklyn Mackie

What do I do if I have a problem?

Many people can help you if you need assistance:

- ◆ Your classroom teacher or the teacher on playground duty
- ◆ Your Student Adviser
- ◆ Faculty Head Teacher
- ◆ Welfare Coordinator
- ◆ The School Counsellors
- ◆ The Principal or Deputy Principals

All these people are good listeners and will often be able to solve your problem quickly. Do not hesitate to tell them of anything that is causing you concern.

The Peer Mediators (Year 10 - 12 selected students) have also been trained in Confidential Conflict Resolution. Your problems/concerns can be placed in the "Speak Up" boxes. One is outside the Deputy's offices and there is one in the Library. The school can do nothing about problems students are experiencing if they do not let somebody know.

What happens if I get lost on my first day?

A map is provided at the end of this booklet. If you do get lost, ask a teacher or a Senior Student to help you. Each of the buildings has a name, with large signs on every building. They are named after the original coalmines in Lithgow.

- ◆ Bowenfels
- ◆ Eskbank
- ◆ Hermitage
- ◆ Invincible
- ◆ Methven
- ◆ Vale of Clwydd
- ◆ Zig Zag

The rooms are numbered according to the building, the level (floor) within the building and then the position of the room. For example, Room Z21 would be Zig Zag building, 2nd floor, 1st room. It would be said "Z-2-1", not "Z twenty-one".

Timetables

Lithgow High operates on a two-week cycle, Week A and Week B. In each day, you will have six lessons plus reading/roll call. An example appears below.

Week A				
Monday				
RC	Roll Call	ROLLE27	Mr L Dunn	E27
P1	English	8ENG1	Ms B Alexander	B37
P2	TAS	8ITT21	Mr P Brownlow	V15
RECESS				
P3	Creative Arts	8ART21	Mrs S Brownlow	B13
P4	HSIE	8HIS21	Mr T Lloyd	Z33
LUNCH				
P5	Science	8SCI1	Ms D Reilly	I11
P6	PDHPE	8PDHB1	Mr J Dean	GYM

↑
 This is the name of the class you have.

↑
 This is the code for your Year and your class.

↑
 This is the Teachers name that will be in your class.

↑
 This is the room where the class will be held.

Attendance

Attendance at school for everyone less than 17 Years of age is **compulsory**. A note to explain absences must be presented to your roll teacher within seven days of any absence. All absences are recorded on your school reports each semester. Alternatively absence explanations can be emailed to the school or entered via the parent portal, or response to text messages sent each day.

Year 11 and 12 students do not have timetabled classes on Wednesday afternoons, period 5 & 6 or Monday afternoons period 6. This time is provided for study purposes, extension courses, vocational courses and schoolwork.

Roll Call and Reading

Each day school will commence at 9.00am with Roll Call/Reading. Students must move directly to their Roll Call class when the warning bell rings at 8.57am.

Assemblies will be held on Tuesdays.

In roll call classes, time is devoted to **silent reading**.

For reading:

- ◆ You are expected to bring your own reading material - a novel is a popular option
- ◆ Your reading material must be appropriate for school (your teacher will be able to tell you if your material is suitable).

Lateness to school

Students arriving after 9.00am **MUST** have a note to explain the lateness. Failure to bring a note within 7 days will be recorded as “unexplained”. Notes must have your NAME, YEAR and ROLL CALL printed clearly across the top.

If you are late to school and arrive during call, without an explanation note, go straight to roll call and the teacher will mark you as late - unjustified.

If you are late to school and arrive during roll call but a parent/carer has come with you, you will need a note from the front office to give to your roll call teacher who will mark you as late - leave.

If you do not get to your roll call room by 9.20am you

- must go to the Print Room and sign in. You will receive a late note pass from the Print Room, which is then taken to your roll call or class teacher.

Repeated lateness without a note may result in detentions

Assemblies held on Tuesdays

The bell rings to start the day, at change of periods, for recess, lunch and at the end of the day. A warning bell will sound three minutes before the bell, at the beginning of the day, end of recess and end of lunch. Everyone is expected to gather their belongings and move off to class immediately on the three-minute bell. It is **NOT** a time to linger and talk. You must be out of the playground by the bell to start the lesson.

Leaving early

Medical and dental appointments should be scheduled outside school. Parents need to be aware that the school will give permission to leave early for special reasons only if you have a note.

The student gets a Gate Pass before school at the student window at the Front Office. When it is time to leave, the student signs out at the same window at the Front Office.

The note should clearly indicate the following details across the top of the note:

- ◆ Student's full name
 - ◆ year
 - ◆ roll call
 - ◆ date
 - ◆ reason for leave
- The note must include:
- ◆ time of departure
 - ◆ contact telephone number

Police or Department of Education & Communities officials may ask students for their Gate Pass, once they are outside the school grounds.

Notes from parents

A note from parents is required to explain:

- ◆ whole day absence
- ◆ need to leave school early
- ◆ lateness to school
- ◆ Inability to participate in PE or Sport because you are ill or injured a note should be given to the PE teacher or sports organiser and alternative arrangements will be made.
- ◆ Out of Uniform - Uniform Passes are available from the Deputy Principals, Welfare Coordinator or Head Teacher at the SRC desk every morning.

Parent and Student Portal Information

Lithgow High School uses Sentral. This is a Web Based System that allows you to access Student Notices, Parent Teacher Evening Booking Sheets, Student Timetables, Reports, the Student Welfare and Behaviour Register and Attendance Information. Students have access to an electronic diary.

School Reports

Two reports are provided during the year at the end of each semester.

Parent/Teacher Evenings are also part of the process of reporting on student progress. They occur twice a year. Term 1, Year 7, 11 and 12. Term 2, Years 7 - 12. We strongly encourage you to attend.

Appointments may be made to see Head Teachers, Student Advisers, the School Counsellors or Class Teachers by phoning or emailing the school.

Excursions

The teacher organising the excursion will give you a Permission Note, which will contain the details of your excursion. There is a return slip at the bottom of the permission note which must be returned with any payment that may be necessary.

Permission notes are returned to the organising teacher and payments are made at the front office. A receipt will be issued for each payment.

School Uniform is required for every excursion unless otherwise stated on the permission slip.

You will not be able to attend if not in the correct uniform on the day and no refund will be given. You must listen carefully when being told about any excursion details. If your money or permission note is late, you will not be able to attend the excursion.

Criteria for Students Representing the School

It is an expectation that students representing the school maintain positive behaviour and learning outcomes. Students selected to represent the school for sport or any other privilege:

- Cannot be on suspension
- Must be off their monitoring cards for 3 weeks
- Should have no overdue N awards, all N award warnings must be redeemed
- Must have a minimum 70% attendance unless there are special circumstances.
- Demonstrate compliance with uniform requirements of the school as deemed by the P & C

Sickness at school

The clinic is located in the Zig Zag building, near the Office. If you are feeling sick in class, your teacher will give you a note to go to the clinic. Except for Recess and Lunchtime **DO NOT** go to the Clinic without a note as you will be sent back to class to get one.

Medication at school

Any student on any medication, including analgesics and antibiotics, **MUST** have the appropriate forms completed (Ventolin is accepted) before medication will be issued by Staff. These forms are:

- ◆ a parent's/caregiver's form;
- ◆ a doctor's form; and
- ◆ A Deed of Indemnity form.

These forms are available from the office.

With the exception of asthma and/or severe allergy medication (i.e. Epi-Pen), at no time should you carry any form of medication at school. Asthma medication should be carried by all asthma sufferers at all times.

Under no circumstances are you to self-medicate. After completion of appropriate paperwork all prescribed medications are to be handed in their original containers to the designated personnel in the school. It is the preferred option for all medication to be administered outside of school hours.

Accidents and Emergencies

In the event of an accident, find the nearest teacher and tell him/her what has happened.

If you saw the accident happen tell the teacher, you are a witness.

If there is an emergency at school - one of two things will occur:

- ◆ **4 x Short repeated bells will ring for an EVACUATION** - when everyone must assemble on the oval.
- ◆ **A continuous bell will sound for a LOCKDOWN** - when everyone must stay locked in a room.

For an **evacuation**, you are to move quickly and in an orderly manner to the school oval. All students are to assemble in Roll Call Classes.

For a **lockdown**, you must remain in your classroom and listen to your teacher's instructions. The door to your room will be locked, and the door to your building will be locked to stop an intruder entering.

If you are outside your classroom or in the playground when a **LOCKDOWN** occurs, you must go with your teacher.

If you are not with a teacher, you must enter the closest room with a teacher and stay there until the **LOCKDOWN** is over.

Each semester, the school will run drills to allow students to practise these routines.

School fees

Fees are charged to cover the costs of consumables required to ensure the best possible resources for our students. Fees, where possible, should be paid at the start of the year so that students receive the benefit.

Fees can be paid at the office each day. Fees can also be paid online using the Department of Education's Parent Online Payment (POP) system. A button to access this online payment system titled "\$ Make a Payment" is visible on the utility bar on the front page of our school's website at <http://www.lithgow-h.schools.nsw.edu.au/>

By selecting this link, parents and carers will be taken to a secure Westpac QuickWeb payment page, from which they can make online payments.

Financial Assistance

If you require assistance, *Student Assistance* forms are available at the office and need to be returned there after completion. Appropriate documentation must be attached.

School Contributions

Our Parents and Citizens Association support the request from parents for a General School Contribution.

Our school needs your contribution as this will significantly enhance the resources made available to students.

The **GENERAL SCHOOL CONTRIBUTION for 2018** is well below the state average for secondary schools.

Students in Years 7, 8, 9 and 10.....	\$65 per year
Students in Years 11 and 12	\$80 per year

When there are more than two children in the family, the eldest two children attending school each contribute the full amount.

Parents and Citizens Association

Meetings are held on the first Monday of the month at 5.00pm in the Hall foyer. All parents are encouraged to attend. By being part of the LHS P&C, parents are able to ask questions and to understand and participate in the reasoning behind policies and procedures, from student welfare to school excursions. P&C members also form part of the School Evaluation Team to assist in school planning and evaluation.

School Commendation

The School aims to promote student achievement and positive behaviour through the Commendation System which is supported by Positive Behaviour for Learning (PBL) and the VIVO system for recording and allocating rewards to students based on achievement and learning outcomes. Students are able to move through the levels by demonstrating sustained hard work in class and consistently meeting the school wide expectations of Respectful, Safe, Responsible, Learners.

VIVO and the level system

The VIVO online based reward system was introduced at the beginning of 2016 to promote positive behaviour across the school. The system provides a platform to collect data learning and behaviour data in the classroom and playground. The System complements PBL and promotes efficient recording processes across the school on student achievement.

Students are allocated points that are aligned with the categories (below). Staff are able to allocate points immediately to one student or a whole class in under a minute. Students can then view their points via the online application in real time.

Respectful

- I speak politely and calmly
- I follow staff instruction always
- I care for others, their property and the school environment

Safe

- I keep hands and feet to myself
- I am in the right place at the right time
- I behave at school in a safe and orderly manner

Responsible

- I wear school uniform
- I report problems
- I use technology appropriately

Learners

- I attend school
- I do my personal best
- I allow and support the learning of others

School Representation

Allocated by organising teacher to any student who represents the school e.g:

- Debating
- Sporting Teams
- Volunteering
- Anzac March
- Leadership Conferences

Academic Achievement

- allocated to students by classroom teacher or Year Adviser for Outstanding and or Improved Academic Results

Citizenship

- caring for others
- being an active bystander
- proactive in creating a positive school culture
- participating in leadership activities
- allocated by any staff member

Great Helper

- Given by any staff member to a student who helps with small tasks in and out of the classroom

As students continue to accumulate points they will have an opportunity to purchase online rewards. The online rewards can be purchased from the VIVO shop including VIVO products. There is also a section that has Lithgow High School rewards that change throughout the year (please see below). Once a student selects a reward, it is delivered to the student by the end of the same week.

- | | |
|--------------------------------------|-----------------------------|
| 1. Aqua Blitz- Lake Lyell | 13. Bunnings Gift Voucher |
| 2. \$5.00 Canteen Voucher | 14. E27 Computer Room Hire |
| 3. Sports Equipment for hire | 15. Lithgow Golf Club |
| 4. Sports Power Voucher | 16. Workies |
| 5. Zambrero | 17. Centennial Coal |
| 6. Lithgow Technologies | 18. Eve Clothing Lithgow |
| 7. McDonald's Voucher | 19. Lithgow Lions Club |
| 8. Subway Voucher | 20. Barry F Cosier |
| 9. Front of the line Canteen Voucher | 21. Lithgow Bowling Club |
| 10. Principal Car Park for the day | 22. Lithgow Musical Society |
| 11. Deputy Principals Car Park | 23. Reliance Credit Union |
| 12. Cruze Driving Lesson | |

Students are also able to move through the Commendation Level System (below).

Stage	Description	
Platinum Level	Requires: 1000 VIVO points	Platinum Certificate
Gold Level	Requires: 750 VIVO points	Gold Certificate
Silver Level	Requires: 500 VIVO points	Silver Certificate
Bronze Level	Requires: 250 VIVO points	Bronze Certificate

Recognition and Leadership

Recognition:

The table above shows how the school recognises and rewards positive behaviour and attitudes, and you will have the opportunity to move up through the Bronze, Silver and Gold levels to the School Commendation Award, which is the highest level of achievement.

Student Leadership Structures

Lithgow High School prides itself on an excellent Student Leadership structure. There is a strong belief in empowering students to help and support each other. Several key leadership groups are:

- **School Captains, Vice-Captains and Prefects** are twelve students who represent the school at official functions and perform as School Leaders at many school activities;
- **Student Representative Council (SRC)** - main student body comprising of students from Years 7 to 11 who raise money, and coordinate social activities for all students; makes improvements on behalf of the student body.
- **Peer Mediators** - Year 11 assisting junior students deal with friendship issues and conflict with others;

- **Peer Support Leaders** - Year 10 students assist with small groups of Year 7 students to deliver Peer Support Program.
- **Reading Tutors** - these Year 10 students work with a Year 7 student each day and assist them with Reading, Spelling, Writing and Comprehension Activities. They encourage and support their Year 7 student.
- **Alpha** - a Year 12 Roll Call of chosen school leaders including Captains, Vice-Captains, House Captains and Prefects. Their role includes Formal Occasions, School Assemblies, Rostered Duties, and Event Management.
- **Vivo** - a Year 9 Roll Call of chosen school leaders to manage the promotion of VIVO points within the school and to assist with positive behaviour for learning.

'The Hub'

The Hub is a school space especially created to support mainstream students who have been identified as requiring learning or wellbeing support. The Hub also provides a supervised and quiet retreat from the playground at break times.

Specialist Teachers and Teachers' Aides provide support and encouragement for individual students. Close ongoing communication with families is essential in planning learning and support programs for students with additional needs.

Hub staff actively collaborate with classroom teachers to design opportunities for success. The Hub enables flexibility in timetabling and planning to meet the particular learning needs and strengths of individual students.

The Lithgow High School Wellbeing Centre

PURPOSE:

The Wellbeing Centre provides wellbeing services for students who require additional support on their educational journey. The Wellbeing Centre encourages students to acknowledge and celebrate their strengths and to view seeking help as a constructively positive and affirmative action.

In conjunction with **services and agencies from the Community**, the Wellbeing Centre is a safe and supported place where students can address a range of concerns which may affect young people and their ability to engage positively in education and life.

Lithgow High School Wellbeing Centre **provides free and confidential** services to students for concerns ranging from - but not limited to - family or friendship issues, mental health, disengagement, school refusal, past trauma, grief and loss, smoking, alcohol and the use of other drugs, homelessness, suicide, and abuse and neglect.

REFERRAL:

Students are initially referred via the Learning Support Team and school executive with parent consultation. All referrals to the Wellbeing Centre include **parental consent** prior to students accessing the services.

Services are provided on site and during school hours, which helps to alleviate problems around transport and attending appointments.

All providers are fully qualified professionals and have approved Working with Children Checks.

STAFF:

Learning and Support Teacher **Di Moore** is the Coordinator of the Wellbeing Centre and **Linda Egan** is the Administration officer.

LOCATION:

The Wellbeing rooms are located close to the Hub, and our School Counsellors.

For more information call Di Moore or Linda Egan on 63521422

The School Library

The School Library is a multi-function dynamic environment that caters to the needs of **ALL** students. Along with the traditional fiction and non-fiction book resources, students have access to different forms of technology, including iPads desktop and laptop computers, enabling them to meet their needs as 21st Century learners.

Lithgow High School is pleased to inform parents and students of their extensive-book library. The e-book library, known as "Central West e-library" is free of charge for our students and is accessible 24/7. The e-library currently houses over 1700 books, which students can access via the internet. Books can be downloaded and read off-line. This resource supports the school's strategic direction in encouraging all students to become lifelong readers. Furthermore, it is a great resource supporting our school's BYOD strategy. All students attending Lithgow High School are shown this resource and provided their login details by our Teacher Librarian Mrs Cross.

The library is open from 8.30am - 3.30pm daily. Students have access to the library before school, recess and lunch (except Friday recess). During this time, students may borrow from the extensive library collection or conduct research for assessment tasks. They can play games such as Uno, Scrabble, Chess, talk quietly, or read a magazine/book from our large selection in the silent reading area. Black & White printing is available at a cost of 10c per page.

Mrs Cross is the Teacher Librarian. Please do not hesitate to ask for assistance from any of the Library staff.

The Library operates on a photo ID card system. Year 7 students are issued their Library Card in Term 2; however, they may borrow resources from Day 1, Term 1. Once cards are issued, students need to carry these with them at all times so that resources, textbooks, laptops, iPads and games may be borrowed. Students are issued with new cards in Years 7, 9 and 11. New students arriving after photo day will have their photo taken by Library staff and a card issued.

Students are also encouraged to provide suggestions of books they would like to see in the Library. There is a suggestion sheet located on the Library circulation desk.

You can borrow up to:

- Seven books if you are in Year 7
- Eight books if you are in Year 8
- Nine books if you are in Year 9
- Ten books if you are in Year 10
- Twenty books if in Years 11 or 12

These figures include your subject textbooks and please note if books are not returned on time, you will not be able to borrow other resources. Also, if you lose or damage a library book or textbook it is your responsibility and a replacement will need to be paid for. Never lend a book you have borrowed to a friend, if they do not return it you will still be responsible for replacement costs.

It is possible to reserve a book. Just ask at the Library desk.

The most important thing to remember is that the Library is here to help.

Loss of Your Library Card

You need to pay \$3 for a replacement card through the main office and then take your receipt to the Library where the card will be issued.

Internet Password

If you need a new password, any teacher can assist you.

Sport



















Lithgow High School has an excellent record of sporting achievement and has a very proud tradition in sport. We compete in Combined High Schools Knockout Competitions and in many other Sporting Competitions. Students have the opportunity to represent at School, Area, State and National level. Sporting excellence is encouraged for both boys and girls at the school.

Students representing Lithgow High School in sport, cannot be on Suspension, must be off their monitoring cards for 3 weeks, should have no overdue N awards (all N award warnings must be redeemed), have a minimum 70% attendance unless there are special circumstances and demonstrate compliance with uniform requirements of the school as deemed by the P&C

Sport is compulsory for Years 7-10 and optional for Year 11. **Year 7 will remain at school for Sport which will be timetabled during the fortnight. Years 8, 9 and 10 will have Sport Periods 5 & 6 on a Wednesday.** Lithgow High School offers a number of sporting activities located on both the school grounds and using town venues and facilities. The school also provides some sports at nil cost to students, however, all town venues will incur a travel and venue cost.

Student assistance is not available to cover sport choices.

There is a large range of **sporting and recreational activities available:**

	Archery		Basketball		Bushwalking
	Bootcamp		Cattle Show		Cricket
	Mixed Martial Arts		Multi - Sports		Netball
	Skating		Soccer		Volleyball
	Swimming		Table Tennis		Taekwondo
	Tennis		Touch Football		Turf Hockey

Sport is a compulsory part of the school curriculum and provides you with opportunities to take part in a large range of activities to build your team skills and make new friends.



Other Extra-Curriculum Activities

There are lots of activities in which you can be involved, including:

- ◆ Student Leadership Groups or Activities
- ◆ Swimming Carnivals
- ◆ Colour Run
- ◆ The Festival of Speech, Debating and Public Speaking
- ◆ School Musicals
- ◆ School Drama Productions
- ◆ Competitions in Mathematics and Science
- ◆ National Tree Planting Day
- ◆ Stem/ Robotics
- ◆ Gifted and Talented Activities
- ◆ Performance Nights
- ◆ Year 12 Teacher Mentor Program
- ◆ Fundraising for Charities
- ◆ Year 12 Versus Teacher Challenges
- ◆ Scripture - SRE Christianity Explored
- ◆ The Student Representative Council
- ◆ School Prefects, School Captains and Vice Captains..... and many more.

Information about these activities is outlined on the Daily Communication (DC) and at School Assemblies. Lithgow High School enters most Western Region and Combined High School Knockout Competitions.

Have Your Say!

There are two purple “**Speak-Up**” boxes for student use: one in the Library and one in the ‘HUB’ which is located in the Bowenfels Building on Level 2. These boxes can be used to:

- ◆ give ideas to the SRC about change or social activities;
- ◆ report “Unacceptable Behaviour” of other students towards you for the Peer Mediators to help you resolve;

Forms are available at the “**Speak Up**” boxes. You do not have to put your name on the form.

School Communication

- The Daily Communication (DC) is read to classes during Roll Call at the beginning of the day.
- School Assemblies and Year meetings are held weekly.
- A Newsletter is emailed two to three times per term.
- The School’s Website and Facebook site contains a wealth of information for parent and students.
- The P&C Association meets at 5.00pm on the second Monday of each month in the Hall Foyer.
- The school has a Community Liaison Officer (CLO), Mrs Sam Luchetti, whose role is to liaise between the school and the wider community and to help parents gain a greater understanding of the school.
- A note is sent home with each student when an excursion is planned.
- On special occasions notes will be emailed.
- Cancellations, Carnivals and other information will be broadcast on 2LT and the schools Facebook site if necessary.
- Our school’s website (www.lithgow-h.schools.nsw.edu.au) provides additional information.
- Our school’s Facebook page is <https://www.facebook.com/#!/lithgowh/>

Religious Education

Timetabled Scripture Classes are held once per fortnightly cycle for Year 7 and Year 8. An SRE teacher appointed by the Lithgow Christian Education Association takes these lessons and presents a Christian perspective on many of the issues facing teenagers.

For Years 9 - 12, up to once per term an SRE presentation, supported by local churches, is organised for students who wish to attend.

For Year 7 students, all parents/caregivers who have not nominated a religious persuasion on the school enrolment form, or who have nominated a religious persuasion not offered by the school, will be sent via mail an SRE Participation Form (which they are asked to complete and return) to indicate whether they wish their child to attend SRE classes or attend Non-SRE. Students who do not attend SRE classes are provided with alternative meaningful activities (non-curriculum) in accordance with DoE policy.

A regular student activity, "Christianity Explored" is a Friday lunchtime activity in B15 which students of any year may attend. This is advertised on the school's Daily Communication. Students are asked to provide written consent from parents/caregivers to attend this activity.

Driving to School

Only Stage 6 Students can get permission to drive into the school grounds. We are interested in the safety of all students, so we have made these guidelines for Stage 6 Students who drive. There is very limited parking for student driven vehicles on site.

Parking at School

Guidelines:

- ◆ **You must reach Bronze Level** on the Student Support Scheme in Year 11 in order to receive a parking permit.
- ◆ You must display your permit card inside the windscreen of your vehicle.
- ◆ You may park only **in the Senior Car Park**.
- ◆ Back road gates are **locked** between 9.20am and 3.30pm
- ◆ You must obey traffic regulations at all times and drive very slowly when you are on school grounds.

Remember: If you breach these guidelines, you may have your driving rights suspended or cancelled.

**Please ensure you obey signs in the carpark.
There is a 20 kph limit in the school grounds.**

The School Canteen

Lithgow High School has an award-winning P&C run Canteen. We buy and prepare foods that meet the guidelines set out by the NSW Canteen Association. We have a wide range of healthy foods and cater for vegetarian and special diets.

Our Canteen is the main fundraiser for the school, which means every time your child buys from the canteen you are helping the school. To be able to serve the students quickly we **need** volunteers.

We work on a four-week roster and your day starts at 10.45am and finishes at 1.40pm. Our volunteers are not required to handle any money, cut up food or clean. So come along and enjoy a day in our Canteen. Our volunteers also have the opportunity to supervise the Higher School Certificate and be paid by the Department of Education.

Our Canteen provides a valuable facility for all students and relies heavily on parents for voluntary workers. The Canteen Manager or the Canteen Coordinator will gladly accept parent names as volunteers. Inquiries can be made at the canteen or by telephoning 6351 2308.

BREAKFAST		RECESS AND LUNCH	
PIZZA SCROLLS	\$2.50	SANDWICHES	\$4.00
BACON AND EGG ROLLS	\$4.00	MEAT SALAD ROLLS	\$4.50
FRUIT-SUMMER	\$	SALAD ROLLS	\$4.00
FRUIT SALAD	\$2.50	BREAD ROLLS	\$0.80
YOGHURT	\$2.50	SAUSAGE ROLLS	\$3.00
BACON ROLLS	\$4.00	LARGE PIES	\$4.00
CHEESE	\$0.50	CHEESE AND SPINACH ROLLS	\$4.00
FROZEN YOGHURT	\$2.50	NACHOS	\$3.00
		CHICKEN TENDERS	\$3.50
SALAD CONTAINERS		JUMBO SAUSAGE ROLL	\$2.50
SUPER SALAD	\$4.50	HOME-STYLE SOUP	\$3.00
MEAT AND SALAD	\$5.00	LETTUCE AND MAYO ROLL	\$1.50
CAESAR SALAD	\$5.00	SAUCE/SALAD DRESSING	\$0.30
FRUIT SALAD	\$2.50	WEDGES WITH SOUR CREAM	\$3.50
GREEK SALAD	\$4.50		
		GLUTEN FREE	
DRINKS		SAUSAGE ROLL	\$3.50
HOT CHOCOLATE	\$3.00	SNAP CHIPS	\$1.20
JUICE 200ML	\$2.00	FRITTATA	\$5.50
JUICE 375ML	\$3.80	NUGGETS (5 FOR)	\$3.50
PLAIN MILK 300ML	\$1.60	PIE	\$4.50
PLAIN MILK 600ML	\$2.00		
FLAVOURED MILK SMALL	\$2.00	SNACKS	
FLAVOURED MILK LARGE	\$3.80	CHIPS	\$1.10
WATER	\$2.50	MUFFINS	\$3.50
UP AND GO	\$3.00	FINGER BUNS	\$2.50
SLUSHIES	\$2.00	POPCORN	\$1.00
SANDWICH/CHOOSE YOUR BREAD		THESE ITEMS NEED TO BE ORDERED BY END OF RECESS	
ROLLS		HAMBURGERS	\$5.50
WHITE		HAMBURGER WITH THE LOT	\$7.50
MULTIGRAIN		CHICKEN BURGERS	\$5.50
WRAPS	\$4.00	LASAGNE	\$3.50
FILLINGS		MACARONI AND CHEESE	\$3.50
SHAVED HAM	LETTUCE	EGG AND BACON ROLLS	\$4.00
DICED CHICKEN	PINEAPPLE	ASSORTED SANDWICHES	\$4.00
BEETROOT	TOMATO	TOASTED SANDWICHES EXTRA	\$0.50
CARROT	SWEET CHILLI SAUCE \$0.50	VEGE BURGERS	\$5.50
CHEESE	SOUR CREAM \$0.50		
CUCUMBER			
EGG			



Year 7 Supplement 2019

Year 7 Student Advisor



My name is Annaliese Jones I am an English Teacher, and now the Year Advisor for Year 7 in 2019.

I was born in a rural town called Griffith in NSW where I grew to appreciate small town morals, farmland lifestyle, multiculturalism, and sporting communities. I've always possessed a love of adventuring and creativity; having explored various art forms including literature, drama, dance etc.

I have always wanted a career where I could help, teach, and mentor children, and that is why I am thrilled to take on this new role as a Year Advisor to Year 7, 2019. I welcome all students to Lithgow High School. I am excited to help nurture their growth and development throughout their high school journey.

Annaliese Jones
Year 7 Student Advisor 2019

Class Names for Year 7, 2019

My passion is adventure and creativity, which led me to teaching English as a subject. There will be 6 classes this year in Year 7. It is tradition that the classes be given names that relate to the Year Advisor's Faculty. Since I teach English I thought I would name the classes after some great writers from varying backgrounds and styles which is very similar to the inclusivity here at Lithgow High School.

7M - Morrison - Toni Morrison - this is after my favourite author who mainly explores the oppressed and racial degradation of African-Americans. She is extremely clever in her descriptions and language, and she uses her intelligence and power for good.

7O - Oscar - Oscar Wilde - one of my favourite poets who uses intense control of language that leaves an everlasting impression. I hope that my time with my year group will also leave an everlasting impression, both for me and the students.

7T - Tennyson - Lord Tennyson - another favourite poet.

7H - Hemingway - Ernest Hemingway - another favourite writer whose writings reflect the truth in a most eloquent form.

7E - Evonne - Evonne Goolagong - an indigenous tennis player that once ranked number one. She was born in Griffith, NSW and so was I. Evonne was a powerful indigenous role-model, and I connect with her origins.

7R - Rowling - JK Rowling - how could I not reference one of the greats. A woman who came from nothing, showing that anyone has that power to achieve anything, no matter what their start in life, or school is.

Perhaps they can inspire you to achieve and be successful in 2019.

Annaliese Jones
Year 7 Student Advisor 2019

Bring Your Own Device (BYOD)

Year 7 Students will have the opportunity to participate in BYOD.

BYOD is a strategy whereby students will be able to bring a familiar personal device to school to use as their primary technological device. The school will provide the ability to connect compatible devices to a filtered internet service. There is a permission form that needs to be understood and signed off by both the student and their parent/guardian before a student brings their own device.

To find out more about BYOD visit:

- <http://byodsandpit.weebly.com>
- <http://www.digitalcitizenship.nsw.edu.au/>
- <https://www.det.nsw.edu.au/policies/technology/computers/mobile-device/PD20130458.shtml>

Sporting Houses in the School

Lithgow High School has a strong sporting tradition. Sporting Houses compete in both the Athletics and Swimming Carnivals.

A - C Blaxland - Blue K - P Oxley - Red
D - J Lawson - Yellow Q - Z Wentworth - Green

Houses are determined by the first letter of your surname.

Study Requirements

Homework requirements vary from subject to subject. In some subjects homework is set after most lessons, and in other subjects longer assignments will be set. However, on most nights and on the weekend there will be some set work to do. Where homework has been specifically set, it should be seen by students and parents as an integral part of course work.

You should record your homework in your School Organiser to keep track of your workload.

For all subjects it is recommended that you do progressive revision of the year's work as well as revising work done in class during the day. Even if only a small amount of revision is done each day good study habits are being formed and reinforced.

To assist with developing good study habits, hints and suggestions are outlined in the School Organiser.

If, at any time, you have a question regarding your school work, make sure you discuss it with your class teacher or your Student Adviser.

The *Learning and Support Teacher* (LAST) is also available to give extra help to students as needed.

English



The study of English is about examining the intention and meaning of texts as it relates to individuals and the world, as well as analysing the ways in which meaning is created. Students will study a range of text types including printed, visual and electronic texts.

Students will be expected to complete work both in class and at home that is both creative and comprehensive. When novels are being studied, it is expected that students will read them in their own time and work on the novels will be completed in class time. When films are studied, they will be viewed in class.

English covers a variety of ideas and concepts and units of work should appeal to a variety of students. There are ample opportunities for students to use their BYO Device, including Literacy Planet, which engages students in spelling, grammar and comprehension learning.

Geography

(One semester = 2 terms)



Students cover two main topics:

- Geographical investigation: students cover “The Nature of Geography”, “Our World”, “Geographic Research” and “World Heritage Sites”.
- Global Environments: students examine both the biophysical and human aspects of the global environment. Throughout the course students use a variety of geographic skills and tools.

History

(One semester = 2 terms)



We cover three topics:

- **What is History?**
This topic covers the strategies and skills used by historians and archaeologists to investigate the past.
- **One Ancient Society**
Looks at Social, Cultural and Historical aspects of one Ancient Society.
- **Medieval History**
The focus is on European life and times during the Middle Ages.

You need to set aside regular time to complete ongoing assignments. This may involve research, model making or completion of class work.



Language

(2 semesters = 4 terms)

Students study Japanese for the year.

Students will be required to bring their equipment to class each lesson. Students will be looking at the benefits of learning a foreign language as well as sampling the cultural and language aspects of Japanese. Students are encouraged to complete regular revision of the day’s lesson at home.

There will be a research assignment and exams testing for oral, aural and written competency each semester. Students will have a broader perspective on how other cultures work and live in the world as well as working and living with other cultures here in Australia.

Integrated Learning Project



The Integrated Learning Project goes for one semester and is a part of the curriculum where you will work with other students to produce a significant piece of work that is related to a real world problem. This course includes outcomes from a number of faculties and is designed either to extend you or offer extra assistance in literacy and numeracy. You will work with others to complete a major project that will be presented at the end of the course.

Mathematics



Mathematics in Year 7 requires consistent work, both in class and at home. Work in Year 7 will require the use of a calculator; and a set of geometric instruments will be an advantage. A grid book will be used for classwork and homework.

Students are required to have a device that they can use to access tasks set online and for Mathletics, an online Mathematics program. This should be available for use by each student to complete set tasks, homework and for revision of topics taught in class.

Students require a display booklet, which will contain summaries, homework sheets and completed tasks. This will form a portfolio of the students work and will form part of the yearly assessment. Students have the option of completing their portfolios using online mediums.

Calculators are required for the study of Mathematics in Year 7 and should be bought as soon as possible. A scientific calculator, which can be used through to Year 12, is available from the Office for \$20.00. It is preferable that this model is purchased so that there is consistency of calculators in classes. Calculators and equipment should be engraved or clearly marked with the student's name. This can be done at the Office. A compass, protractor and ruler should be brought to each lesson.

Year 7 Mathematics Program will include:

- Basic Skills Testing
- Integers
- Fractions, Decimals and Percentages
- Angle Relationships, Properties of Geometric Figure
- Time
- Indices
- Patterns and Algebra
- Perimeter and Area
- Financial Mathematics
- Simple Probability
- Linear Relationships
- Data Collection and Representation



Performing Arts-Dance, Drama, Music

Practical work will take place in class. A log book is kept to record information, ideas and feelings. Regular performances are a feature of this subject.

DRAMA - Drama at Lithgow High School is part of the English faculty. In Drama you will explore, both practically and theoretically, the ideas behind acting and theatre. The first term will focus on improvisation and will explore setting, situation and character. The second term will focus on script work and will explore interpretation, use of space and language.

Whilst Drama is mostly a practical subject, it is expected that students will bring a writing book every lesson to record their practical experience. This is an important part of the Drama syllabus and all students are expected to maintain a logbook. Students are also asked to respect the class rules of the teacher for working in an unstructured space. Drama is an excellent opportunity for students to learn how to express themselves in new and creative ways within a supportive environment. Through engaging practical activities, students gain an understanding of Drama, but also learn communication and problem solving skills.

Personal Development, Health, and Physical Education (PDHPE)



Year 7 students study Physical Education and Health. You will require a Health Book and will need **an appropriate change of clothes and shoes for practical lessons**.

Year 7 are given an introduction to areas of both Health and Physical Education. Areas of study include:

Physical Education topics:

- Fitness and Skills Testing
- Athletics
- Minor Skills
- Gymnastics
- Games
- Dance

Health Education topics:

- Nutrition and Physical Activity
- Relationships and Self Esteem
- Change

Students will use their devices in Health Education lessons.



Science

Year 7 are given an introduction to the major fields of Science and to working safely in a science laboratory.

We study the following topics: How a Scientist Works; Solids, Liquids and Gases; Astronomy; Separating Substances; Animal and Plant Biology; The Earth and its Resources.

Stage 4 Science is a two-year course so you really need to keep your bookwork in good condition and up to date. You will be given assignments for some topic areas.

You will be working in laboratories, so solid shoes **MUST** be worn for these lessons.



Technology

This course teaches you about the design process. It does this through having you complete two design projects. Central to each project is teaching you how to use a range of tools, materials and techniques. For each project, you will complete a design folio. This is the story of your design project's development, from your first rough ideas on paper to the final evaluation of the design solutions.

The course is practical in nature. There is a focus on skills as a way of learning. It is hands on and practical and skills based. You will be given two design projects to complete over the year.

How you will be assessed

You will be assessed on each of the design projects you undertake. For each project you will be given a mark out of 100. This mark will be made up of:

1. **Design Folio** - this is the story of the design project's development, from the first rough ideas on paper to the final evaluation of the design brief solution. It is a document that will contain text, graphics and sample test materials.

2. Project Management - this will be marked progressively throughout the assessment task. It will be marked by the teacher observing how you work, how time is used and how problems are solved.

3. The solution - this is the solution or product that you produce as a result of the design process.

A lot of care will be taken in setting the design projects. When you are given the task you will not know how to do it, you will be taught the skills you need and you will complete the project in class time.

Safety

Before beginning any task it is very important to stop and think. You must ask yourself what safety procedures have to be put in place to prevent accidents or injury? It is essential to adopt a sound, safe working attitude to protect yourself and others from possible injury.

Common sense and careful personal workshop behaviour should ensure that nobody is exposed to risk. No activity is to be undertaken where these considerations have not been taken into account. If you are unsure then play it safe and do not undertake the activity until you are sure. Safety is an attitude of mind.

What you need

Students are required to have:

- One 30cm ruler with 1mm marks
- Sharpener
- Sturdy enclosed shoes that cover the foot. **This is a mandatory requirement. This is most important. If you do not have sturdy enclosed shoes you will be excluded from some activities.**

Course Costs

There is a subject cost of \$40 per year for both Year 7 and Year 8. This money pays for some of the consumables used during the course. The sorts of things it covers include, aluminium, arduinos, balsa wood blanks, CO2 cartridges, timber, nails, rivets, screws, leather, perspex, groceries etc. This fee contributes to only some of the resources used.



Visual Arts

In addition to the work in class, you will be documenting the processes you are developing for your practical work in a Visual Arts Process Diary (VAPD). Homework will take the form of a research assignment and you will have an end of semester test. Solid shoes **MUST** be worn for all practical lessons.

Subject Costs

Subject costs are set to pay for materials used in practical lessons. These costs are listed below.

- ◆ Technology \$40.00
- ◆ Visual Arts \$30.00 - (Kit includes paint set, pencil, brush, lino and VAPD)
- ◆ Agriculture \$5.00

Necessary goods such as food, fabrics, pottery, clay, paints, leather and wood are bought in bulk at a much reduced cost and issued to you. Using these materials will be fun, rewarding and worthwhile.

As everyone in Year 7 takes each of these practical courses, these costs should be paid at the beginning of the year.

Where parents have difficulty in meeting these costs, they may apply for assistance via our Student Assistance Scheme.

Following is a list of suggested equipment for Year 7 Lithgow High School 2018.

English	- 1 x 128 A4 page exercise book
Geography	- 1 x 96 page exercise book
History	- 1 x 128 page exercise book
Integrated Learning Program	- 1 x 48 page exercise
Language	- 1 x 128 page exercise book
Mathematics	- 2 x 128 page 5mm grid book
Music	- 1 x 96 page Quill line and manuscript book
PD/Health/PE	- 1 x 48 page exercise book (Health)
Performing Art	- 1 x 48 page exercise book
Science	- 1 x 128 page exercise NOT a botany book
Technology	- 1 x 48 A4 page exercise book & 5mm grid book

Some local newsagents will have the book packs already made up for purchase.

NOTE: Each student requires:

- ♦ Blue, black and red pens
- ♦ Lead pencils
- ♦ Ruler
- ♦ USB Drive
- ♦ Eraser
- ♦ Coloured pencils
- ♦ Paste
- ♦ Scissors
- ♦ Calculator
- ♦ Geometric instruments

Students are required to bring their own Device (computer) See BYOD flyer for suggested specifications.

Year 7 Peer Support Program



Our Peer Support Program involves all Year 7 students and provides students with a supportive, fun and engaging environment where young people can develop understanding, skills, attitudes and strategies to improve their mental, social and emotional well-being. All Peer-led modules are designed to equip young people with the skills to deal proactively with life experience.

Year 7 students are timetabled to meet in small groups every fortnight throughout the year. Sessions will run for 50 minutes and during this time students will work through varied activities. Sessions are led by trained Year 10 Peer Support Leaders, supervised by a teacher. Briefing and debriefing sessions, led by teachers, take place before and after each session. Over the year students will cover three modules, these include; Rethinking Challenges, Strengthening our Connections and Behaving with Integrity.

Parents can support the Peer Support Program by discussing with their child the activities, concepts and understandings they developed by participating in the Peer Support Program. This helps students develop a positive connection between school and home.

The Peer Support Program is coordinated by Mrs Cross and Mrs Moore.

Compulsory School Attendance

Information for parents

Education for your child is important and regular attendance at school is essential for your child to achieve their educational best and increase their career and life options. NSW public schools work in partnership with parents to encourage and support regular attendance of children and young people. When your child attends school every day, learning becomes easier and your child will build and maintain friendships with other children.

What are my legal responsibilities?

Education in New South Wales is compulsory for all children between the ages of six years and below the minimum school leaving age. The *Education Act 1990* requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school, or, are registered with the Board of Studies, Teaching and Educational Standards for homeschooling.

Once enrolled, children are required to attend school each day it is open for students.

The importance of arriving on time

Arriving at school and class on time:

- Ensures that students do not miss out on important learning activities scheduled early in the day
- Helps students learn the importance of punctuality and routine
- Give students time to greet their friends before class
- Reduces classroom disruption

Lateness is recorded as a partial absence and must be explained by parents.

What if my child has to be away from school?

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g. attending a funeral)

Following an absence from school you must ensure that within 7 days you provide your child's school with a verbal or written explanation for the absence. However, if the school has not received an explanation from you within 2 days, the school may contact you to discuss the absence.

Principals may decline to accept an explanation that you have provided if they do not believe the absence is in the best interest of your child. In these circumstances your child's absence would be recorded as unjustified. When this happens the principal will discuss their decision with you and the reasons why.

Principals may request medical certificates or other documentation when frequent or long term absences are explained as being due to illness. Principals may also seek parental permission to speak with medical specialists to obtain information to collaboratively develop a health care plan to support your child. If the request is denied, the principal can record the absences as unjustified.

Travel

Families are encouraged to travel during school holidays. If travel during school term is necessary, discuss this with your child's school principal. An *Application for Extended Leave* may need to be completed. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.

In some circumstances students may be eligible to enrol in distance education for travel periods over 50 school days. This should be discussed with your child's school principal.





**My child won't go to school.
What should I do?**

You should contact the principal as soon as possible to discuss the issue and ask for help. Strategies to help improve attendance may include a referral to the school's learning and support team or linking your child with appropriate support networks. The principal may seek further support from the Home School Liaison Program to develop an Attendance Improvement Plan.

What might happen if my child continues to have unacceptable absences?

It is important to understand that the Department of Education and Communities may be required to take further action where children of compulsory school age have recurring numbers of unexplained or unjustified absences from school.

Some of the following actions may be undertaken:

- Compulsory Schooling Conferences

You may be asked, along with your child, to attend a Compulsory Schooling Conference. The conference will help to identify the supports your child may need to have in place so they attend school regularly. The school, parents and agencies will work together to develop an agreed plan (known as Undertakings) to support your child's attendance at school.

- Application to the Children's Court – Compulsory Schooling Order

If your child's attendance at school remains unsatisfactory the Department

may apply to the Children's Court for a *Compulsory Schooling Order*. The Children's Court magistrate may order a Compulsory Schooling Conference to be convened.

- Prosecution in the Local Court

School and Department staff remain committed to working in partnership with you to address the issues which are preventing your child's full participation at school. In circumstances where a breach of compulsory schooling orders occurs further action may be taken against a parent in the Local Court. The result of court action can be the imposition of a community service order or a fine.

What age can my child leave school?

All New South Wales students must complete Year 10 or its equivalent. After Year 10, and up until they reach 17 years of age, there are a range of flexible options for students to complete their schooling.

Working in Partnership

The Department of Education and Communities recognises that working collaboratively with students and their families is the best way to support the regular attendance of students at school.

We look forward to working in partnership with you to support your child to fulfil their life opportunities.

If a student misses as little as 8 days in a school term, by the end of primary school they'll have missed over a year of school.

Further information regarding school attendance can be obtained from the following websites:

Policy, information and brochures:

Please visit the Department of Education's *Policy library*

The school leaving age:

Please visit the Department of Education's *Wellbeing and Learning* website

Do you need an interpreter?

Interpreting services are available on request, including for the hearing impaired. The Telephone Interpreter Service is available 24 hours a day, seven days a week on 131 450. You will not be charged for this service.

For further advice and questions contact your educational services team

T 131 536

Learning and Engagement

Student Engagement & Interagency Partnerships

T 9244 512

www.dec.nsw.gov.au

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NSW Department of Education and Communities

NSW School Vaccination Program 2019

All vaccines offered are **FREE**
for **Year 7** students.



Consent forms will be provided to you in 2019.

Students **cannot** be vaccinated unless a completed and signed consent form **is returned** to the school.

More information is available at:
www.health.nsw.gov.au/immunisation

TOGETHER
ACHIEVING
BETTER HEALTH

NSW SCHOOL VACCINATION PROGRAM 2019

Each year NSW Health works in partnership with schools to offer the vaccines recommended by the National Health and Medical Research Council (NHMRC) for adolescents as part of the school vaccination program.

Parent Information Kits that include an information sheet, consent form and privacy statement will be sent home to parents/guardians at the beginning of 2019.

In 2019 the following vaccines will be offered FREE to Year 7 students:

- **Human papillomavirus (HPV) vaccine** in a 2-dose schedule at 0 and 6 months.
- **dTpa vaccine (diphtheria, tetanus & pertussis (whooping cough))** as a single dose.

To consent to the vaccination of their child, parents/guardians are advised to:

- read all the information provided
- complete the consent form, including signing their name next to the vaccine/s they would like their child to receive
- **return the completed consent form to their child's school as soon as possible**

To improve vaccination completion, students will be opportunistically offered any missed doses throughout the year where possible.

Parents/guardians who wish to withdraw their consent for any reason may do so by writing to the school Principal or phoning the school. The Procedure for Withdrawal of Consent is available on the NSW Health website at:

www.health.nsw.gov.au/immunisation.

- **Ensure that your child eats breakfast on the day of the school vaccination clinic.**
- **A Record of Vaccination will be provided to each student vaccinated at each clinic as a physical card.**
- **Parents/guardians should ensure that this record is kept for future reference and should not assume that their child has been vaccinated if they do not receive this Record of Vaccination.**

TOGETHER
ACHIEVING
BETTER HEALTH



HPRM: 18/20143

NSW School Vaccination Program 2019

The following vaccine is offered
FREE to all **Year 10** students.



Consent forms will be provided to you in 2019.
Students **cannot** be vaccinated unless a
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Parent Information Kits that include an information sheet, consent form and privacy statement will be sent home to parents/guardians at the beginning of 2019.

In 2019 the following vaccine will be offered FREE to Year 10 students:

- **Meningococcal ACWY** vaccine as a single dose

To consent to the vaccination of their child, parents/guardians are advised to:

- read all the information provided
- complete the consent form, including signing their name next to the vaccine/s they would like their child to receive
- **return the completed consent form to their child's school as soon as possible**

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TOGETHER
ACHIEVING
BETTER HEALTH



Lithgow High School

Promoting Excellence In A Caring Educational Environment

PLAYGROUND MAP

▣▣▣▣▣▣▣▣ Passive Area
 XXXXXXXXXX Out of Bounds
 ○○○○○○○○○○○○ Active Area
 /// Walkway

